

# Management Checklist

Date \_\_\_\_\_

Name \_\_\_\_\_

A. Certified Food Manager		In	Out	N/O	N/A	Corrective actions
1	Certified Food Manager on site with current Minnesota certificate posted.					
2	Person in Charge on site at all times.					
B. Handwashing and Personal Hygiene		In	Out	N/O	N/A	Corrective actions
3	Employee illness log maintained.					
4	Employees with vomiting or diarrhea excluded from establishment.					
5	Employees follow proper hand washing procedures ( <b>20 seconds</b> ). Wash hands before putting on gloves.					
6	Hand washing sinks are accessible and have soap, towels, fingernail brush, and hot and cold water.					
C. Protect from contamination		In	Out	N/O	N/A	Corrective actions
7	All items stored at least six inches (6") off the floor.					
8	All food items stored covered or wrapped.					
9	Equipment is clean, maintained and in good repair.					
D. Time and temperature		In	Out	N/A	N/O	Corrective actions
10	Food properly labeled with the preparation date.					
11	Discard food dated over seven days old.					
12	Thermometers calibrated for accuracy and used.					
13	Cooling logs used.					
E. Approved Source		In	Out	N/O	N/A	Corrective actions
14	Purchase food from approved sources.					
15	Supplier records maintained on site and readily available including shellstock tags and parasite destruction letters.					
16	Products inspected for tampering, broken seals and powder or liquid residue.					

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F. Chemicals		In	Out	N/O	N/A	Corrective actions
17	Toxic chemicals properly used, labeled and stored away from food, equipment, utensils, linens, single service and single use items.					
G. Proper use of utensils and equipment		In	Out	N/O	N/A	Corrective actions
18	Utensils and equipment properly stored with handles to the user.					
19	3-compartment sink and dishwashing machine properly working and sanitizing.					
20	Correct sanitizer test kits on-site and used.					
H. Physical facility		In	Out	N/O	N/A	Corrective actions
21	Physical facility properly cleaned, maintained and aisles clear of obstruction					
22	Integrated Pest Management program in place.					
23	Proper lighting for all areas of the facility.					
I. Refrigerator and freezers		In	Out	N/O	N/A	Corrective actions
24	Every refrigerator and freezer has a thermometer.					
25	Refrigerators are <b>41°F or below</b> .					
J. Management		In	Out	N/O	N/A	Corrective actions
26	In case of emergency, employees know whom to contact: <b>1. Person in charge 2. Police/Fire 3. Utilities 4. Local public Health Department (call 311 - after hours call 911).</b>					
27	Employees trained on emergency procedures.					
28	Choking poster is posted.					
29	Restricted areas marked "employees only"					
30	Unauthorized people kept out of food areas.					
31	Doors to the loading dock locked when not in use.					
32	Employees trained in food safety.					
33	Cameras and alarm operated for high-risk traffic areas.					

Portions of sections B, C, D, E, F, G and H are color coded to coordinate with the *Food Protection Self Audit Picture Guide & Poster Set* from the Advanced Practice Centers and the University of Minnesota Extension office. [www.NACCHO.org/Publications](http://www.NACCHO.org/Publications)